



MILTON ABBEY

MILTON ABBEY SCHOOL RECRUITMENT POLICY

The School's employment policies are designed to produce a recruitment framework within which all staff are treated in a fair and consistent manner. They have been developed to ensure that staff are aware of what is expected of them and what the School, for its part, offers in return. There will be occasions where the School may use an Agency to provide particular expertise or short notice cover in which case the Bursary will respond to direction by Senior Management.

It is essential that this recruitment policy is adhered to in order to avoid legal challenge of the process and to ensure that the School employs the most appropriate staff.

Recruitment and Selection

The staffing process is governed by the School's principle of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others, be trained, and indicate individual potential will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester (ie recruitment professional).
- Milton Abbey School is committed to safeguarding and promoting the welfare of children.
- Successful applicants will be required to undertake Enhanced Disclosure via the DBS and any other background checks as may be required.
- Appointments will be confirmed on receipt of satisfactory references, satisfactory response from the DBS, a positive medical report, and if necessary satisfactory completion of a probationary period.
- Applications must be submitted on the Milton Abbey School application form. Applications annotated "see attached cv" will not be considered.
- Managers should check that a full educational and employment history has been provided. If not this must be raised with the applicant and an adequate explanation given at interview.

- Applicants will be asked to give the names and addresses of three referees, one of which should be the most recent employer. References will also be sought on behalf of successful candidates from any employer where the work has involved children or vulnerable adults.
- To ensure that the School attracts the best possible candidates it is essential that the recruitment process is carefully planned and a timetable for the year is produced (see Annex D).

Interview

- At least one member of the interview panel will be appropriately trained and experienced in the selection process and at least one member will be aware of the statutory guidance on safer recruitment and safeguarding requirements.
- To ensure impartiality, if a member of the panel is known to the candidate, this should be disclosed at the time. All panel members should be able to attend all interviews for the duration of the recruitment process, to maintain consistency and fair treatment of all candidates.
- Applicants invited for interview should be asked to bring relevant professional qualifications and proof of ID. Copies should be taken and kept with the application form.
- the candidate's attitude toward children and young people and suitability for working in a School environment
- his/her ability to support the School's commitment for safeguarding and promoting the welfare of children and young people
- Discuss and document reasons for any break or gaps in employment/education history.
- concerns or discrepancies arising from the information provided by the candidate and/or a referee
- if the candidate wishes to declare any issues in light of the requirement for an Enhanced DBS check or any issues relating to references
- confirm the candidate's mental and physical fitness to carry out their work responsibilities (KCSE – 2015). ('A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.')
- Check that the applicant has provided both a postal address and telephone number(s) (and ideally, but especially for overseas referees, email addresses) for three referees.
- References may be sought prior to interview. Check the referees are relevant and appropriate. Referees should be able to provide both character and professional references. One must be from the most recent employer and references cannot be sought from a relative of the applicant. Photocopied references will not be accepted, and neither will references addressed "to whom it may concern".
- Notes of interviews must be taken, initialled and dated by the interviewer and passed to HR with the application form.
- Tests may be used where appropriate. However, please discuss this with Headmaster/ Bursar before adopting tests to ensure they are not indirectly discriminatory.
- Note: if the person has recently come to the UK from overseas, they will have to obtain an in-country Police check from their country of origin. Please discuss this with them as it may slow the process and delay any start date.

Verbal Offer

- Once a decision has been taken to offer the post, a verbal offer may be made by the Headmaster or the Bursar, but is subject to: satisfactory references and satisfactory DBS check (including overseas police check if appropriate)

Written Offer

- All documentation should be passed to HR, including
 - * contract information
 - * application form
 - * notes of interview with gaps identified and noted
 - * copies of qualifications and ID
 - * notes of telephone references (if appropriate)
- Once verbally accepted, a written offer will be made. This offer will be subject to the satisfactory result of a Criminal Background check and the receipt of satisfactory references, one of which must be from the most recent employer, and will be conditional upon their fitness to carry out the role, which they will be asked to confirm
- Copies of relevant qualifications will be taken if not already held
- A contract will be issued with the offer letter, as will a DBS form with a request to complete and return the form, together with proof of ID, as soon as possible, and in any case prior to starting the job
- Successful applicants will be required to undertake an Enhanced Disclosure via the DBS and any other background checks as may be required. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence
- Written references, where not already received, will be sought at this stage. Reference requests will ask specifically whether the referee knows of any reason why the applicant should not be employed to work with children
- It should be noted that payroll will only be informed once the contract and letter have been signed and returned. Prior to this no payment will be made. Staff should therefore be encouraged to sign and return documentation promptly.

Regulated Activity

The School must consider whether a position amounts to "regulated activity". It is however likely that in nearly all cases an Enhanced DBS check, which includes a Children's Barred List check, will be carried out because employment within a School environment provides the opportunity for contact with children.

A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated

activity". The following definition of "regulated activity" is reproduced from KCSIE – July 2015:

'For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

- *will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or*
- *will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or*
- *engage in intimate or personal care or overnight activity, even if this happens only once.'*

Pre-start Checks

If the work does not involve contact with boarding, the employee may start before the DBS confirmation is received, providing the following are in place. In these cases it is recommended that the employee be asked to come in to complete all the forms and checks so that any problems can be quickly resolved.

- At least two verbal references must be taken up and outcomes noted in writing. Referees should be told they will also be asked to complete a written reference in due course. Photocopied references will not be accepted, and neither will references addressed "to whom it may concern". If it is not possible to obtain references the employees will not be permitted to start work until the DBS Disclosure is received.
- The DBS form must have been completed, ID and address history checked and the form sent to the Bureau
- A Barred List check is to be carried out by HR (usually only relevant if the individual has previously worked in a school)
- If available, a copy of a recent DBS check from another employer may be requested. Note: if transferring directly (within 3 months) from another school and able to produce a DBS check from that employer, then it may be that a risk assessment will show the risk to be sufficiently low as to result in the individual not requiring supervision.
- A risk assessment is completed by HR setting out the checks that have been carried out and their outcome, the consequent level of risk and the steps that can be taken to reduce that risk to a level where it is considered acceptable for the individual to begin work. This will usually include constant supervision whilst at the School
- Provided it can be shown that the risk to children is low, for instance by ensuring the member of staff is supervised at all times or perhaps because the person is known to us, they have a recent DBS check from another school and/or the nature of their work does not bring them into regular contact with children, then provided all of the pre-employment checks have been carried out and the risk assessment counter-signed by the HM or Bursar, Line Manager and Employee, they may begin work at the School
- Note: Staff whose posts are involved in boarding, eg House Domestic Staff, may begin work prior to the DBS being returned, provided they work in another area until the declaration is received
- In all other cases, employment will commence once a satisfactory DBS disclosure has been obtained

- If the member of staff has started under supervision, the HoD will be informed as soon as the DBS is received, provided the result is satisfactory.

Referrals to the DBS and National School for Teaching and Leadership (NCTL)

The School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.
- If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

Unsuccessful Applicants

Application forms and interview notes are to be held by HR for 6 months, in case an individual asks for reasons why they were unsuccessful, and then destroyed in accordance with Data Protection guidelines.

Other Categories

Coaches, umpires, speakers, consultants, contractors, etc. Anyone coming to Milton Abbey who has not had a DBS check undertaken by the School must be supervised at all times. It therefore makes sense for regular coaches, umpires, contractors, consultants, etc. to be checked by the School. Please consult the Bursar who will arrange that appropriate checks are undertaken.

Contractors

If contractors are employed within a fenced site at the School DBS checks are not required. If the Managers/Supervisors, surveyors, etc. need to spend a lot of time outside their compound then they must receive DBS clearance.

If the contractors are working more generally within the School then they should all be DBS checked or working with someone who is. For instance, a checked member of staff could buddy them but s/he needs to be with the whole team at all times, so in a team of 12, if 3 or 4 were DBS checked then this situation is acceptable.

How the “security” is expected to work should be included in the formal “scheme of works” agreed prior to the start of the project. Within this document it must state that the onus is on the contractors to assume responsibility for this aspect of Child Protection.

The scheme of works should also include a general clause about behaviour and dress, eg. No swearing, tops of bodies to remain clothed, etc., stipulating that failure to comply would mean removal from the site.

Training and Development

Structured training and development at all levels within the school is essential to the efficient and

effective operation of the school's support services and the development of the individual.

The School aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. In order to meet its requirements, the school will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics. The objectives of the Training and Development Policy are as follows:

- To provide an effective induction programme for each individual ensuring an understanding of the school, department and the individual's duties and responsibilities and this will include training/instruction on health and safety and any legal requirements, such as may arise through the charitable status of the school, associated with his or her job.
- To provide introductory and 'on the job' training to enable new employees to reach the required performance standard.
- To identify the current and future training needs of the individuals and match these to cost effective training programmes.
- To provide training to ensure improvements in skills, knowledge and attitude.
- To encourage and support employees to undertake further studies in the areas which are of benefit to themselves and their role in the school.

Performance Appraisal

A performance appraisal system for both academic and non academic staff has been established.

Performance Appraisal involves the individual's Line Manager in reviewing the attributes of their staff with a view to matching them with the School's requirements. The development of individuals is a two way process; the Line Manager will discuss the performance of the individual and provide information on available opportunities, whilst employees will have the responsibility of informing the Line Manager of their aspirations and co-operating with actions designed to maintain and improve their abilities. This process supplements the informal observation and contact between the Line Manager and the employee.

Termination/Exit Procedure

When you decide to leave the employment of Milton Abbey School the following procedure will be followed:

- Employee resignation received by Line Manager
- Passed to Bursar/Deputy Head
- Letter of Acknowledgement produced. The letter also invites employee to complete an Exit Questionnaire, which is included with the letter
- A Governor letter for SMT and long serving staff is produced
- On return of the Questionnaire, an Exit Interview is arranged either by the Bursar (Support Staff), Deputy Head (Pastoral Staff) or Director of Studies (Academic Staff)
- Exit Interview conducted and form completed by Bursar, Deputy Head or Director of Studies
- Departure Record also completed if School property is returned, if not

- Date set for return of items (usually last day of employment), final salary payment to be withheld if items are not returned and are of substantial value
- Completed forms to remain on file for six months and then destroyed

This policy and all others are available on Gateway. It is to be reviewed by the Governors Operations Committee annually. If at any time, a member of staff has any concerns regarding the content of this Policy they should contact the Bursar.



Julian Litchfield FCIPD
Bursar
Milton Abbey School
September 2016

Next review: September 2017

RECRUITMENT AND SELECTION PROCEDURE

Milton Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This document is to be used by Managers involved in recruitment of staff as a checklist to remind them of the procedures to be followed. All recruitment must be authorised by the Headmaster (HM) or Bursar (B) and all documentation must be prepared by or passed to the HR Administrator (HRA) who keeps recruitment records.

Applications

- 1 The Head of Department (HoD) discusses requirement with the HM /B
- 2 Once verbal approval has been received complete form 'Request to Recruit an Employee' (available from Staff Share\Human Resources\Forms)
- 3 Once this form has been signed by HM and B, HRA to commence recruitment procedure
- 4 HoD to agree with HM/B
 - job description
 - salary
 - proposed location of advert
 - recruitment and interview timetable

Ideally a meeting with all interested parties should take place prior to the start of the recruitment process.
- 5 HRA to produce draft advert from agreement with HM/B and HoD. HRA to liaise with Marketing for final draft
- 6 Prepare Application Pack – HRA will provide:
 - general information,
 - job description and person specification
- 7 HRA to send out information packs and covering letter either by email or post
- 8 All applications receive acknowledgement from HRA.
- 9 Initial review of applicants' documentation to ensure they are complete – HRA will contact applicants whose forms are incomplete.
- 10 Confirm interview process with DHM/B, e.g select interview panel, teaching, in-tray exercise, skills testing appropriate to the position applied for. The process and interview arrangements must be agreed prior to short list being agreed. At least one member of each panel must have received safer recruitment training.
- 11 Short list applicants for interview – this should be done by at least two members of staff and ideally three
- 12 Pass short list to HRA who will send out invitations to interview and rejection letters
- 13 HRA may take up references prior to interview.

Interview

Planning

- 14 Confirm:
 - Timetable – HRA to confirm availability of personnel with DHM/B
 - Location - SL
 - Catering - AK
 - Tour – HRA to confirm
 - Receptionists/HMPA
- 15 Prepare interview questions
 - The interviewers must meet and discuss the interview process in advance
 - The same questions should be prepared for all candidates to ensure fairness and consistency and to avoid accidental discrimination
 - Further questions can be used for clarification from individual candidates
- 16 Carry out interviews – at least two and preferably three interviewers should be present
 - Identification documents to be checked at interview
 - Interviews must include questions regarding attitude to safeguarding children
 - Notes must be taken
- 17 Return all interview notes and candidates' details to HRA together with decision and brief reason for decision for each candidate

Appointment

- 18 HRA will prepare Offer of Employment letter on advice from HoD/HM/B and rejection letters
- 19 HRA will request:
 - Completed DBS application form
 - Any identification or qualification documents not previously provided
 - References
- 20 If DBS disclosure cannot be obtained prior to start date, as a last resort HRA will produce Risk Assessment for HM/B/HoD signature and appointment is conditional upon receipt of satisfactory DBS clearance (form attached)
- 21 Agree start date with successful candidate
- 22 Once a new employee has started, the Induction Process must be followed

Induction

- 23 An Induction programme will be produced for two or more members of staff joining at the start of a term. For staff joining at other times the Induction checklist should be followed and Induction overseen by Line Managers.
- 24 All new staff are to complete the Induction checklist no later than two weeks after commencing work at Milton Abbey.

CRIMINAL RECORDS CHECK

RISK ASSESSMENT

| | |
|-------------------|-----------------|
| Name: | |
| Job Title: | |
| Department: | |
| Start Date: | |
| Checks: | |
| DBS status | Applied for: |
| | Current DBS No: |
| | Date: |
| | Organisation: |
| Barred List | |
| Child Protection | |
| References | Applied for: |
| | Received: |

A DBS check has been requested, but it is anticipated that the results may not be available for up to six weeks or more.

Until a satisfactory DBS disclosure is received the above-named will not work unaccompanied nor go into any accommodation area of the school. The contract of employment will still be subject to a satisfactory DBS check. The School reserves the right to terminate employment with Milton Abbey School if the DBS check proves unsatisfactory.

Headmaster

Line Manager

Job Title

Date 2015



Induction Checklist

Name: _____ Date: _____

| | Completed= <input type="checkbox"/> Not applicable= <input checked="" type="checkbox"/> | Initials |
|--|--|--|
| Welcome to Milton Abbey <ul style="list-style-type: none"> • Matt Way – Deputy Head (Academic Staff) OR • Julian Litchfield – Bursar (Support Staff) | <input type="checkbox"/> | |
| Management & HR Issues for Managers <ul style="list-style-type: none"> • Bursar • Deputy Head • HR Administrator | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Employment – HR Administrator <ul style="list-style-type: none"> • Employment paperwork • Employment Manual/Staff handbook • Parking • Out of hours access • Location of WCs | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Health & Safety Brief & Training <ul style="list-style-type: none"> • Gail Felgate - H&S Advisor • Fire drill arrangements | <input type="checkbox"/> <input type="checkbox"/> | |
| Child Protection Training <ul style="list-style-type: none"> • Matthew Way Designated Safeguarding Lead | <input type="checkbox"/> | NB to be completed on first day |
| Common Room – James Ratcliffe <ul style="list-style-type: none"> • Notice boards • Refreshment arrangements • School diaries and who's who • A-Z list for new staff • Shape of the school day/week • Inset | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| ICT <ul style="list-style-type: none"> • Photographs and key cards • Key card access • Create staff logins • Introduction to PASS • ICT acceptable user policy • Navigation of your login • Email accounts • Logging into the school system from home | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| The Lodge <ul style="list-style-type: none"> • Introduction to The Lodge • Reprographics facilities • Stationary and orders • Post systems | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Health Centre | <input type="checkbox"/> | |
| Bursary <ul style="list-style-type: none"> • Pay Arrangements • Pension • Expense Claims • Purchasing & Ordering | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Estates <ul style="list-style-type: none"> • Collegiate System • Maintenance procedures • Transport and vehicle bookings | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

2015/2016 Academic Recruitment Timetable

| | |
|----------------------|---|
| 12 Dec 2015 | SMT to have completed review of staffing and agreed posts to be recruited for academic year 2015/2016 |
| 25 Jan 2016 | Job Descriptions for new posts revised and approved by Headmaster |
| 13 Feb 2016 | Advertisements for new posts placed in appropriate media |
| 27 Feb – 20 Mar 2016 | Interviews conducted |
| By 27 Mar 2016 | Appointments confirmed |